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SUBJ: People - Enlisted ACET Program Application and Information

A. COMDT COGARD WASHINGTON DC R 182009Z FEB 04 ALCOAST 070/04
B. Training and Education Manual, COMDTINST M1500.10B, CHAP 3
C. COMCOGARD PERSCOM WASHINGTON DC R 051415Z MAR 04 ALCGENL 035/04
D. Personnel Manual, COMDTINST M1000.6A

1. This msg provides specific application instructions and program information for the enlisted ACET program described in ref a and updates procedures outlined in ref b., guidance herein takes precedence over ref b. The application process and timeline are contained in ref c. The guidance is very detailed, please read it in its entirety to ensure compliance with current policy and procedures.

2. Each year the Coast Guard invests in the future of our senior enlisted members through advanced education opportunities. This year we will select 21 people to attend the ACET program. Commanding officers should encourage qualified senior petty officers in the ET, IT, EM, MK, and AET ratings to apply for these opportunities. The ACET program provides personnel with the knowledge and skills necessary to fill billets requiring a high level of technical expertise. Although the immediate program goal is to develop those skills necessary for performance in specific billets, **the long-term program goal is to build a high level of both technical and managerial competency among senior Coast Guard enlisted personnel.** Members considering advanced education opportunities should also examine their career path and assignment possibilities. The rating force master chiefs and assignment officers can provide information and advice on career and assignment opportunities.

3. The ACET program is open to active duty Coast Guard members E6 to E8 (as of 01 June 2004) in the ET, IT, EM, MK, and AET ratings. Applicants must have a minimum of 6 and maximum of 18 years of service as of 01 June 2004. Members above the cut for E9, CWO, or any commissioning program are ineligible for the program. The two years immediately prior to selection must be Coast Guard service. No waivers will be considered for paygrade or rating. **The application deadline is 01 June 2004.** Members are not required to be tour complete to apply, but rotation dates will be a factor in selection.

4. **This program provides senior enlisted personnel up to 24 months of full time college education to achieve a degree in a technology, or engineering discipline. The program requires selected member to achieve a minimum of an associate's degree upon completion. Members are expected to pursue a degree related to their rating e.g. ET – electronics technology, MK – mechanical engineering technology.**

5. Members completing the ACET program will normally be assigned to a payback tour where the newly acquired skills and knowledge can be applied. These tours may be at engineering centers, MLCs, TraCens, ESU/NESU, or AirStas.

6. The application package must contain the following items in the order listed:

- a. cover letter
- b. CO endorsement
- c. resume
- d. SAT/ACT scores (less than 5 years old)
- e. copies of college transcripts (can be unofficial)
- f. copies of personal award citations (not the certificate)

7. The cover letter will be in standard CG memo format from the member to Commander CGPC (EPM-1), via unit CO/OIC and is limited to one page and shall be formatted as follows:

- a. subject line will be: application for enlisted ACET program.
- b. para 1 will contain the level and type of degree desired e.g. associate in science in computer engineering.
- c. para 2 will provide the following statement: I understand the service obligation I incur upon reporting for duty under instruction to the ACET program. I agree not to request discharge or retirement.
- d. para 3 will provide the following statement: I understand that actual assignment to the ACET program is contingent upon curriculum and school approval.
- e. para 4 is your statement on why you should be selected.

8. The resume shall contain 5 sections in the following order:
- a. personal information: members name, rank, emplid, current unit, and rotation date
 - b. unit/duty listing: chronological order, with the most current unit first. For each unit, provide reporting and departure dates, ranks held, description of duties (primary and collateral) and any significant projects or achievements.
 - c. education: list of colleges and universities attended, including dates and number of classes attempted, most recent first.
 - d. training: list of pertinent military or commercial training attended and date, most recent first.
 - e. personal awards: list of personal awards received and period covered.

9. A sample application and FAQs about the ACET program can be found on the CGweb at <http://cgweb.comdt.uscg.mil/g-srf/ACET.htm>.

10. Selected members are required to obligate service of 3 months for every 1 month of instruction in the first year and 1 for 1 thereafter, for a total of 4 years after a 24 month program.

11. The program manager for the ACET program is commandant (G-SRF), poc for program information is MKCM Robert Hornung, G-SRF, 202-267-1812 e-mail rhornung@comdt.uscg.mil. Questions about the application process should be addressed to CWO Anthony Tucker, (202) 493-1297 or e-mail atucker@ballston.uscg.mil.

12. Internet release authorized.

13. RADM Erroll Brown, Assistant Commandant for Systems and RADM C. Pearson, assistant commandant for C4 and IT, send.

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